

Dear Parents/ Guardians of My students:

It is my pleasure to have your child as my student this year. I am looking forward to helping him/her achieve academic success. Because I believe that we all must work together in order to ensure student success, I would like to take this opportunity to extend an open invitation of communication to you.

I look forward to a great 2012-2013 school year that focuses on academic and personal growth in every student. I am certified in Mathematics and Special Education. I teach a variety of math classes throughout the day. I am always willing to help students during 9th period on any work they missed or questions they may have, even for a class in which a student does not have me as a teacher.

All students are required to keep a notebook. This notebook can be one of the following: a spiral notebook and a folder; or a binder. Either way, all notes and papers must be organized and easily accessible. I require students to take notes on a regular basis as well as homework. Most days I will give students at least five minutes to begin homework during the class period and to ask questions. Homework is not graded everyday but is expected to be completed. I go over the problems the next day in class, and I expect that students are correcting their answers and asking questions.

My website at <http://rkaucher.wikispaces.com/> contains information about what we are doing in class as well as course documents that may be needed. Please feel free to use this site as needed, or e-mail me regarding improvements that you would like to see made to my website. Please do not ask questions about your child here but rather e-mail me directly. I will also be updating power book with grades frequently so you can keep track of your child's progress from home on the Parent Portal of Powerschool. I am committed to helping your child achieve academic success. I hope these tools will help us work together in assuring a successful and positive class experience.

If you have any questions regarding your child's progress at any time, please contact me at (570)-366-0511 x 2117 or e-mail me at rlkaucher@bmsd.org

Sincerely,

Rachelle Kaucher

I. GRADING:

- A. Tests 25%
 - i. Only written in pencil. A reduction of 5 points for pen
- B. Projects 25%
- C. Quizzes 20%
 - i. At least 1 per week
 - ii. Announced at least one day in advance
 - iii. 2 points will be deducted from quizzes if not in pencil
- D. Notebook Checks 10%
- E. Homework 10%
 - i. Assigned daily (Non-graded counts as 5 Points for completion)
 - ii. Will be checked daily
 - iii. Homework will be collected randomly and graded
 - iv. 2 points will be deducted from homework if not in pencil
- F. Classwork 10%

II. GOALS AND EXPECTATIONS

- A. Students will expand their mathematical understanding, sharpen their critical thinking skills and learn to apply mathematical concepts to their everyday lives.
- B. Bring ALL books and materials to class and take them with you when you leave (unless told otherwise).
- C. Cheating will not be tolerated. If you are caught, you will receive a zero for that assignment, quiz, test, etc. AND receive one day of ISS per the disciplinary code.
- D. Please ask questions when you do not understand the material that is being covered, or for clarification on a point.
- E. All students will participate in class.
- F. Please communicate problems that you are having inside or outside the classroom that may affect your success in math. Please feel free to see me before or after class, or if you would prefer a more private time I am available during homerooms, 9th period, and after school in room 117.

III. PROCEDURES

- A. Bathroom passes will not be available during *notes, tests or quizzes*. Otherwise, please raise your hand and ask for permission. I will only allow one person out at a time, regardless of gender.
 - i. You are permitted *4 times per month*. You have plenty of time between and in other classes. It is your responsibility to handle bathroom use between classes.
 - ii. You must have your Hallway Passport to leave class
- B. After 2 arrivals to class late, you will be given a teacher detention for each subsequent tardy up to 4 times. On the 5th tardy, you will be given a referral to the office for each subsequent tardy.

IV. NOTEBOOKS

- A. A NOTEBOOK is REQUIRED for this class
- B. The Notebook is to include:
 - i. This Packet
 - ii. Any and all Notes
 - iii. Sample Problems
 - iv. Class work
 - v. Worksheets/ handouts
 - vi. Homework
 - vii. Review Packets
- C. All material should be arranged in the order of presentation
- D. Collection schedule:
 - i. Should be ready at any given time for collection
 - ii. Will be collected at least once per marking period

V. MATH PROJECTS:

- A. You will be given a project each semester
- B. They will be graded on effort, accuracy and neatness. See rubric attached to each.
- C. Projects will count for 25% of your grade
- D. Projects will be assigned at the beginning of each quarter and may be handed in at any time up to the 8th week of each marking period it's due. At any time, Mrs. Kaucher will ask for progress.

- E. If a project is handed in before week 8 of each marking period, a bonus of 5 points will be given

VI. HELP!!!

- A. I am always available for help, all you need to do is ask. I will **not** re-teach the entire unit the night before the test, but will assist with any specific questions. Please inform me of your intentions of coming to period 9 help or afterschool.

VII. MAKE-UP WORK/ EXTENDED TIME:

- A. I allow make-up quizzes and tests with the understanding that you will need to show me understanding prior to being allowed to retest. This includes spending 9th period or afterschool with me for clarification. Please schedule this with me to make sure I do not have prior engagements, for example staff meetings.
- B. I expect all homework and projects to be handed in on time.
 - i. I understand that you may have other responsibilities outside of school, or other projects/ homework in other classes. You can use an extra day to do your homework with the understanding:
 - 1. You will not be able to score any higher than a 3 on any homework (out of 5 points) the following day.
 - 2. If it is collected, you will lose up to 5 points on that assignment (depending on how many points it is worth).
 - 3. I still expect all homework completed, after the allowable one day, the assignment will count as 0 credits.
 - ii. If you have a legally absent you are expected to copy any notes that were given the previous day and complete the homework that was due the day of your first absence.

VIII. Behavior and Personal Performance

- A. Respect - for yourself, others and their property
- B. You are responsible for your own learning! I expect students to be creative in class and I value your viewpoint. If you have a suggestion for a project or made a connection outside of the classroom, let me know!

Note: I believe that every one of you is extraordinary and able to meet all of these expectations and more. Please let me know if you are having any problems or need additional help. I am here for you no matter what. I want you to succeed and believe all of you can and will. Together we can achieve anything!

I also believe that parents are a key aspect to education. Therefore, please take this home and have signed by your parent/ guardian and yourself. Also, please have your parent(s)/ guardian(s) let me know the best method and time to reach them with any questions I may have. Thank you and I'm excited for this year!

By signing below, you acknowledge that you have read and reviewed Mrs. Kaucher's rules and expectations. You understand the best way to contact Mrs. Kaucher is rlkaucher@bmsd.org or (570)-366-0511 x 2117 and in Room 117. Please detach this page and submit to Mrs. Kaucher as your first homework assignment by the required due date.

-----Please cut here -----

Upon reading the Course Requirements for Mrs. Kaucher's math classes as outlined above, we signify our understanding of the expectations and requirements for this course with our signature below.

Due by 8/31/12

Student Name (please print): _____

Student Signature: _____ Date: _____

Parent's Signature: _____ Date: _____

Please let me know the best way to reach you. Circle the best time: Day or Evening

Cell/Home Phone _____ or email _____